



Environmental Technician

Job Code: 0567

Originated: 7/2006

Salary Grade: 2140

FLSA: Non Exempt

Revised:

EEO Code: 22

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

The Environmental Technician coordinates and maintains city programs that ensure compliance with environmental regulations and protect the environment.

DISTINGUISHING CHARACTERISTICS

The Environmental Technician is distinguished from the Environmental Planner by the greater degree of complexity of projects and greater independence with which the latter operates. This classification is not supervisory in nature.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Monitors the activities of City departments to ensure that environmental compliance and sensitivity is being considered in operations and in the provision of services.
- Participates in the maintenance of the citywide Environmental Management System.
- Participates in the maintenance of the data in the city's Ecosystem software.
- Recommends programs and technologies that maximize environmental protection, resource conservation, corporate responsibility, and minimize environmental liability.
- Promotes environmental awareness within the organization and in the community.
- Provides assistance to the Environmental Planner on a broad range of environmental issues and programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

One or more environmental areas, such as Environmental Management Systems (EMS); environmental regulatory compliance; management of hazardous materials/waste; air quality; water quality; energy conservation principles and practices; pollution prevention; or waste programs.

Ability to:

Manage multiple projects and/or activities simultaneously

Work well with groups and individuals, and respond effectively in a matrix management structure

Conduct extensive research, and project future needs and trends

Communicate effectively, both written and orally

Prepare, organize and deliver presentations effectively to various city and community groups

Establish and maintain effective working relationships with city staff, federal, state and county agencies, members of the press, citizens, and the general public

Be proficient in using a personal computer, a variety of computer software including environmental compliance software, and other equipment essential to performing daily duties

Education and Experience

Any combination of training, education and experience equivalent to a Bachelor's Degree in Environmental Science, Environmental Management, Environmental Engineering, Urban Planning with environmental emphasis, or Life Science and/or two years of recent experience working with environmental issues.

Licensing and Other Requirements

Requires the possession of a valid Arizona Drivers License with no major driving citations within the last 39 months.

SUPERVISION RECEIVED AND EXERCISED

Work is performed under general supervision by the Environmental Planner. This classification is not supervisory in nature.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operates a variety of standard office and computer equipment that require continuous and repetitive eye and arm or hand movement.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.